

Appendix E:

Steering Committee Meetings

First Steering Committee Meeting July 28, 2003

State Mitigation Planning Committee – List of Agencies Contacted to Attend June 2003

Agency Name:	Agency Contact:	
American Red Cross National Office	Ms. Pat Appino	Associate
American Red Cross National Office	Mr. Ken Deutsch	
American Red Cross	Mr. Bob Buckman	
American Red Cross	Mr. Rick Russell	
Bureau of Insurance	Mr. Alfred Gross	
Chesapeake Bay Foundation	Mr. Ray Hoagland	
Chesapeake Bay Local Assistance Dept	Ms. Martha Little	
Commission on Local Government	Ms. Adele MacLean	
Dept of Agriculture and Consumer Services	Mr. Richard Saunders	
Dept of Business Assistance	Mr. Rob Blackmore	
Dept of Conservation and Recreation	Mr. Jon Phillipe	
Dept of Conservation and Recreation	Mr. Joey Fagan	
Dept of Conservation and Recreation	Mr. Corey Garyotis	
Dept of Conservation and Recreation		
Dept of Education	Ms. Jo Lynne DeMary	
Dept of Emergency Management	Mr. Richard Dameron	
Dept of Emergency Management	Mr. Art Warren	
Dept of Emergency Management	Mr. Brett Burdick	
Dept of Emergency Management	Mr. Gordon Barwell	
Dept of Environmental Quality	Mr. David Ormes	
Dept of Fire Programs	Mr. Adam Thiel	
Dept of Forestry	Mr. John Miller	
Dept of Game and Inland Fisheries	Mr. William Woodfin Jr.	
Dept of General Services	Ms. Elzy Williams	
Dept of General Services	Mr. Demerst Smit	
Dept of General Services	Mr. John E. Forrest	
Dept of Health	Mr. Everette Vaughan	
Dept of Historical Resources	Ms. Kathleen Kilpatrick	
Dept of Housing and Community Development	Mr. Jack Proctor	

Dept of Labor and Industry	Mr. E.A. Hegamyer
Dept of Military Affairs	Maj. Gen. Claude Williams
Dept of Mines, Minerals and Energy	Ms. Cheryl Cashman
Dept of Mines, Minerals and Energy	Mr. Steve Walz
Dept of Planning and Budget	Mr. Richard Brown
Dept of Rail and Public Transportation	Rail Passenger Programs Manager
Mr. Thomas Stewart	
Dept of Technology Planning	Mr. William Shinar
Dept of Transportation	Mr. Perry Cogburn
Dept of Treasury	Mr. Don LeMond
Federal Emergency Management Agency	Mr. Robert Linck
National Park Service	Ms. Fran Mainella
National Resources Conservation Service	Ms. Denise Doetzer
National Weather Service	Mr. James Travers
National Weather Service	Mr. Jerry McDuffie
National Weather Service	Mr. Anthony Siebers
Office of Commonwealth Preparedness	The Hon. John Hager
Office of the Attorney General	The Hon. Jerry Kilgore
Salvation Army	
State Corporation Commission	Mr. Hulihan Moore
Transportation Research Council	Mr. Gary Allen
U.S. Geological Survey	Mr. Ward Staubit
U.S. Army Corps of Engineers	COL Charles Fiala Jr.
U.S. Army Corps of Engineers	COL John Rivenburgh
U.S. Army Corps of Engineers	COL Steve Gay
U.S. Army Corps of f Engineers	COL David Hansen
U.S. Army Corps of Engineers	COL Charles Alexander
U.S. Department of the Interior	Ms. Rebecca Watson
Va Advisory Commission on Intergovernmental Relations	The Hon. Emmitt Hanger Jr.
Va Association of Planning District Commissions	Ms. Kristen Umstatt
Va Association of Soil and Water Conservation Districts	Ms. Stephanie Martin
Va Association of Zoning Officials	Mr. Carroll Seaborn
Va Biotechnology Research Park	Mr. Robert Skunda

Va Center for School Safety	Ms. Donna Bowman
Va Code Commission	Del. William Howell
Va Community College System	Mr. Glenn DuBois
Va Community Policing Institutes	Ms. Lynda O'Connell
Va Cooperative Extension Service	Ms. Judith Jones
Va CORPS	Ms. Suzanne Simmons
Va Drought Monitoring Task Force	Mr. Terry Wagner
Va Economic Development Partnership	Mr. Bob Burnley
Va Ground Water Protection Steering Committee	Ms. Mary Ann Massie
Va Housing Development Authority	Mr. George Peterson
VA Marine Resources Commission	Mr. Robert Grabb
Va Marine Resources Commission	Col. Steven Bowman
Va Municipal League	Mr. Greg Dickie
Va Port Authority	Mr. J. Robert Bray
Va Resources Authority	Ms. Mary Barnes
Va Save Our Streams	Mr. Jay Gilliam
Va State Climatology Office	Dr. Patrick Michaels
Va Tourism Authority	
Va Water Monitoring Council	Ms. Katie Register
Voluntary Organizations Active in Disaster	Rev. Frank Jennings

June 6, 2003

«Contact_Sal» «Contact_First» «Contact_Last» «Surname», «Contact_Title»
«Department_Name»
«Division_Name»
«Address_1»
«Address_2»
«City», «State» «ZIP»

Dear «Contact_Sal» «Contact_Last»:

The Virginia Department of Emergency Management (VDEM) is writing to request that you or a representative from your agency participate as a member of the State Mitigation Planning Committee during the current revision of the state Hazard Mitigation Plan (Volume 6 of the Commonwealth of Virginia Emergency Operations Plan).

The Disaster Mitigation Act of 2000 (DMA2K), promulgated nationally by the Federal Emergency Management Agency, has implemented specific planning requirements that apply to the Commonwealth of Virginia and all Commonwealth counties, cities, and towns. Completing this planning process can provide security and fiscal benefits to the Commonwealth and its citizens. Now this process also is a pre-condition for the state and its localities to qualify for both pre and post-disaster mitigation funding from the federal government. As a result, the July 2001 Commonwealth of Virginia Hazard Mitigation Plan needs to be updated to satisfy the new mitigation planning requirements of DMA2K.

While VDEM is the lead state agency in developing and maintaining this plan, it cannot complete the data gathering and analysis portions of the plan without your agency's help. Thus, VDEM is requesting your assistance in this revision effort.

The initial meeting of the State Mitigation Planning Committee is scheduled for Monday, July 28, 2003, and I request that you or a representative from your agency participate in this kick-off meeting. This meeting will provide the background and timeline for this current planning effort, and discuss the roles VDEM would like each agency to play in the development of the updated mitigation plan. You or your agency representative will be asked to attend the four principal meetings of the State Mitigation Planning Committee over the next year, and perhaps participate on one or more of the three subcommittees needed to gather the data necessary for this plan.

Enclosed are the kick-off meeting registration form and draft agenda. Also enclosed is a survey about your agency and its programs as they might relate to hazard mitigation. If your agency took part in the development of the July 2001 plan, there also may be an agency profile with this letter. Please use that profile as a guide as you answer the survey questions. Please return the completed agency survey form with your registration to VDEM using the enclosed self-addressed stamped envelope no later than June 30, 2003.

Thank you in advance for your participation in this process. If you have any questions please contact David Corzilius, Mitigation Planning Coordinator, by phone at (804) 897-6500, extension 6529, or by email at dcorzilius@vdem.state.va.us.

Sincerely,

Michael M. Cline

MMC/rod

Enclosures:

- Meeting agenda
- Meeting registration form
- Agency survey
- Past agency profile (selected agencies only)
- Self-addressed stamped envelope
- List of invited state agencies

**INITIAL MEETING of the
STATE MITIGATION PLANNING COMMITTEE**

**FOR THE DEVELOPMENT OF THE
COMMONWEALTH OF VIRGINIA
ALL-HAZARDS MITIGATION PLAN**

Holiday Inn Select, Koger Business Center
1021 Koger Center Boulevard
Richmond, VA 23235-4756

July 28, 2003
Meeting Agenda

9:30-10:00 AM	Registration	
10:00-10:15 AM	Opening Comments	Michael Cline
10:15-10:30 AM	Introductions	Mary Camp
10:30-11:15 AM	Why are we having this meeting? Purpose of this meeting Overview of Disaster Mitigation Act of 2000 State planning requirements/deadlines under DMA2K	Michelle Pope
11:15-12:00 PM	Overview of State Hazard Mitigation Plan Development Plan components Data to complete this plan Planning timeline FOIA Considerations	David Corzilius
12:00-1:00 PM	Lunch	
1:00-1:30 PM	Role of Agencies in State Mitigation Plan Development VDEM role Agency roles Agency presentations: Division of Risk Management Department of Forestry	David Corzilius
1:30-2:00 PM	Role of State Mitigation Planning Committee State Mitigation Planning Committee tasks Timeline for Committee efforts	Elaine Meil
2:00-2:30 PM	Subcommittee Breakout Session Hazards Identification Sub-committee Vulnerability Assessment Sub-committee Mitigation Strategies Sub-committee	Elaine Meil David Corzilius Michelle Pope

Second Steering Committee Meeting

February 27, 2004



COMMONWEALTH of VIRGINIA

Department of Emergency Management

MICHAEL M. CLINE
State Coordinator

JANET L. CLEMENTS
Deputy Coordinator

L. RALPH JONES, JR.
Deputy Coordinator

10501 Trade Court
Richmond, Virginia 23236-3713
(804) 897-6500
(TDD) 674-2417
FAX (804) 897-6506

February 6, 2004

Dear ,

You are cordially invited to attend the **second meeting** of the State Hazard Mitigation Planning Committee on **Friday, February 27, 2004**, at the Holiday Inn Koger Business Center just off Midlothian Turnpike (a link to directions is provided below). Registration will start at 9:30 AM, and the meeting will run from 10:00 AM to about 3:00 PM with a break for lunch (provided) from 12 PM to 1 PM. A draft agenda for this meeting is included with this letter; a final agenda will be included in your meeting packet. Please **RSVP** for this meeting by **Wednesday, February 18, 2004** by faxing the attached registration form to David Corzilius at 804-897-6526. If you have any questions, you may call David at 804-897-6500, extension 6529, or email him at dcorzilius@vdem.state.va.us.

It is very important that your agency be represented at this meeting and take an active role in these discussions. This second meeting will provide a overview of the results of the Commonwealth's hazard identification and risk assessment process and begin the development of the Commonwealth's new mitigation goals, strategies, and projects. This is a very important meeting in that this committee will be laying the foundation of the Commonwealth's new Hazard Mitigation Plan by approving the hazard assessment and beginning the development of the mitigation goals and projects.

In an attempt to counter delays caused by Hurricane Isabel, VDEM hired the Virginia Tech Center for Geospatial Information Technology (CGIT) last November to assist with this planning process. CGIT has been working closely with VDEM these last several months to pull together the hazards assessment that will be presented at this meeting. Together, VDEM and CGIT will provide a summary of the hazard assessment results and each agency will receive an agency-specific listing of the potential impacts of those hazards on its facilities. The full Committee then will begin the process of identifying general mitigation goals for the Commonwealth. Once these general mitigation goals have been identified, each agency will be asked to develop agency-specific mitigation projects to address the potential impacts on its facilities identified by the hazards assessment. The Mitigation Subcommittee will be asked to coordinate, collect, and compile the results of your agency's efforts in preparation for our third meeting later this year.

In addition to your participation in this next meeting, VDEM also requests that you review the enclosed draft copy of your agency profile. VDEM has compiled this agency summary based on the information you provided at our first meeting. This profile will be used in the mitigation plan to show how other state agencies assist with mitigation planning, projects, and funding across the Commonwealth. Please review this profile and make any additions or corrections as necessary, and bring the edited copy with you to the February 27th meeting to return it to VDEM at that time.

Because of Hurricane Isabel, VDEM had to push back our planning schedule by nearly a month, resulting in our current delay for the second meeting. We apologize for not keeping you better informed about these delays and their causes. However, VDEM is positive that having CGIT assist us in this process will allow us to stay on schedule from this point on *and* still complete this plan by the required deadline. This will mean that any future requests to your agency for data, information, or assistance need to be handled as promptly as possible so we can continue to meet our deadlines. In all fairness, VDEM and CGIT will try to provide as much lead time as possible for those requests so that we interfere as little as possible with your own work. A summary of the revised timeline is provided below.

Thank you very much for your continuing interest and participation in this planning process. We look forward to receiving your RSVP for this meeting by February 18, and seeing you at the meeting on February 27.

Sincerely,

Michelle Pope
Acting State Hazard Mitigation Officer

Attachments: Draft Agenda for the February 27, 2004 meeting
Meeting RSVP form to be returned by February 18, 2004
Draft Agency Profile to be edited

Directions to the meeting: http://go.vicinity.com/sixcont/bidMap.d?BID=RICKO&brandname=_holidayinn.

MP/dbc

Revised State Mitigation Planning Timeline:

1. 2nd meeting of the State Hazard Mitigation Planning Committee (SHMPC)	Feb. 27, 2004
2. Reports from Mitigation Subcommittee and other ad hoc committees due	Mar 26, 2004
3. Draft mitigation strategies section for review by VDEM/FEMA	Apr. 5, 2004
4. Other draft sections, as completed, for review by VDEM/FEMA	Apr. 16-23, 2004
5. Draft sections of plan ready for review by SHMP Committee	April 28, 2004
6. 3rd meeting of the SHMPC	May 26, 2004
7. SHMP Committee comments on draft sections due	June 1, 2004
8. Completed draft plan for review by VDEM/FEMA	June 14-25, 2004
9. Revised draft (final draft) plan ready for SHMP Committee review	June 28, 2004
10. 4th meeting of the SHMPC	July 20, 2004
11. SHMP Committee comments on final draft plan due	July 22, 2004
12. Final plan ready for VDEM review	July 26, 2004
13. Final Draft Plan completed	Aug. 2, 2004
14. FEMA III review of Final Draft plan	Aug. 3 to Sept. 3, 2004
15. Revise Final Draft based on FEMA comments	Sept. 3-10, 2004
16. Final State Mitigation Plan ready for FEMA review and approval	Sept. 10, 2004
17. FEMA III review of Final State Mitigation Plan	Sept. 13 to Oct. 31, 2004
18. FEMA III notification to State of Final plan approval	Nov. 1, 2004

**SECOND MEETING of the
STATE HAZARD MITIGATION PLANNING COMMITTEE
FOR THE DEVELOPMENT OF THE
COMMONWEALTH OF VIRGINIA
ALL-HAZARDS MITIGATION PLAN**

Holiday Inn Select, Koger Business Center
1021 Koger Center Boulevard
Richmond, VA 23235-4756

February 27, 2004

Meeting Agenda

9:30-10:00 AM	Registration	
10:00-10:15 AM	State Agency Support of Mitigation Planning and EMAP efforts	Michael Cline
10:15-10:30 AM	Introductions	Mary Camp
10:30-10:45 AM	Here we are again...	David Corzilius
	Review of State Planning Efforts to Date	
	Today's Meeting Topics	
	Review and discussion of Commonwealth hazard summary spreadsheet	
	Analysis of Human-caused hazards	
	State vs. Local Loss estimations	
	Differences in items assessed	
	Incorporating Local Results into State HMP	
	Where does this lead to after this meeting?	
10:45-12:00 PM	Overview of Hazards Identification and Risk Assessment Results	Dr. Shane Parson
	Study Basis	
	Hazard by Hazard HIRA results	
	Summary of Commonwealth Analysis	
	State Agency Case Studies	
12:00-12:45 PM	Lunch	
12:45-1:30 PM	Development of Commonwealth Mitigation Goals & Strategies	Michelle Pope
	Definitions	
	1 hour breakout session tasks	
1:30-2:30 PM	Mitigation Strategies Breakout Session	Various
	Review Commonwealth Mitigation Goals	
	Develop Commonwealth Mitigation Strategies	
2:30-3:00 PM	Summary of Breakout Session Efforts and Wrap-up	David Corzilius
	Collect Breakout Session Ideas	
	Where do agencies go from here?	
	State Agency HIRA summaries in packet	
	Correspondence to follow in next few weeks	
	Developing Agency-specific Objectives/Projects based on Goals & Strategies	
	Upcoming deadlines for this part of the process	
	Mitigation Subcommittee tasks/deadlines after this meeting	
	Next Meeting: May 26, 2004	
3:00 PM	Mitigation	
Subcommittee meeting (short).....	Various	

Third Steering Committee Meeting

May 26, 2004



COMMONWEALTH of VIRGINIA
Department of Emergency Management

MICHAEL M. CLINE
State Coordinator

JANET L. CLEMENTS
Deputy Coordinator

L. RALPH JONES, JR.
Deputy Coordinator

10501 Trade Court
Richmond, Virginia 23236-3713
(804) 897-6500
(TDD) 674-2417
FAX (804) 897-6506

April 30, 2004

[name]
[title]
[organization]
[address]
[city], [state] [zip]

Dear State Hazard Mitigation Planning Committee Member,

You are cordially invited to attend the third meeting of the State Hazard Mitigation Planning Committee on **Wednesday, May 26, 2004**, at the **Sheraton Park South** just off Midlothian Turnpike. Please note that this is a change of location from the last meeting; directions are provided with this letter. Registration will start at 9:30 AM, and the meeting will run from 10:00 AM to about 3:30 PM with a break for lunch (provided) from 12 PM to 1 PM. A draft agenda for this meeting also is included with this letter. Please **RSVP** for this meeting by **Monday, May 17, 2004** by faxing the attached registration form to Wendy Hoffman at 804-897-6536. Any questions about this meeting should be directed to David Corzilius by phone at 804-897-6500, extension 6529, or by email him dcorzilius@vdem.state.va.us.

It is very important that your agency or organization be represented at this meeting and take an active role in the discussions planned. This meeting will provide an overview of the Commonwealth's mitigation planning process to date in the morning and an opportunity for input on the current list of proposed mitigation projects and their priority ranking within this plan. Staff from the Institute for Environmental Negotiation will facilitate the breakout sessions at this meeting to review and rank these projects.

This meeting will be one of the few opportunities your agency will have to participate in the review, revision, and ranking of these mitigation projects. It is also critical that your agency continue propose mitigation projects up to May 20th. The May 26th meeting will review and rank the list of projects available as of May 20th. You may view the current list of proposed projects by going to the website at <http://www.cgit.vt.edu/>, and logging in with the ID "vdem" and the password "hokies03." There is a new link there to allow you to view the all the proposed mitigation projects entered since the last meeting. Thank you very much for your continuing interest and participation in this planning process. We look forward to receiving your RSVP for this meeting by May 17, and seeing you at the meeting on May 26.

Sincerely,

Michael M. Cline

Attachments: Driving Directions to Sheraton Park South
 Draft Agenda for the May 26, 2004 meeting
 Meeting RSVP form to be returned by May 17, 2004

**Third Meeting of the
STATE HAZARD MITIGATION PLANNING COMMITTEE
FOR THE COMMONWEALTH OF VIRGINIA
ALL-HAZARDS MITIGATION PLAN**

Location of Meeting: Sheraton Park South
9901 Midlothian Turnpike
Richmond, VA 23235
804-323-1145

Date of Meeting: May 26, 2004

Meeting Agenda

9:30-10:00 AM	Registration	
10:00-10:15 AM	State Agency Support of Mitigation Planning and EMAP results	Janet Clements
10:15-10:30 AM	Introductions	Deborah Mills
10:30-10:45 AM	Here we are again... Review of State Planning Efforts to Date Today's Meeting Topics Review and discussion of Commonwealth hazard summary spreadsheet What comes after this meeting?	Dr. Shane Parson
10:45-11:15 AM	Review of Hazards Identification and Risk Assessment Results Summary of Commonwealth Analysis Data concerns from February meeting	Dr. Shane Parson
11:15-12:00 PM	Summary of Current Mitigation Goals, Objectives, and Projects Introduce current projects list Overview of afternoon activities	Dr. Shane Parson
12:00-12:45 PM	Lunch	
12:45 – 3:00 PM	Small Group Assignments UVA Institute for Environmental Negotiation Definitions and groups Mitigation Project Ranking Priorities Review of Objectives Supplementing Projects and Strategies Continue entering agency-mitigation projects based on Goals & Objectives Upcoming deadlines and products	
3:00 – 3:15 PM	Summary	

Next Meeting: Monday, July 19, 2004

Fourth Steering Committee Meeting July 19, 2004



COMMONWEALTH of VIRGINIA

Department of Emergency Management

MICHAEL M. CLINE
State Coordinator

JANET L. CLEMENTS
Deputy Coordinator

L. RALPH JONES, JR.
Deputy Coordinator

10501 Trade Court
Richmond, Virginia 23236-3713
(804) 897-6500
(TDD) 674-2417
FAX (804) 897-6506

February 8, 2007

Dear State Hazard Mitigation Planning Committee Member:

You are cordially invited to attend the Final meeting of the State Hazard Mitigation Planning Committee on **Monday, July 19 2004**, at the **Sheraton Park South**. Registration will start at 9:30 am, and the meeting will run from 10:00 am to about 3:30 pm with lunch provided. A draft agenda is attached. Please **RSVP** for this meeting by **Wednesday, July 14, 2004**, by faxing the attached registration form to Wendy Hoffman at 804-897-6506. Any questions about this meeting should be directed to me by phone at 804-897-6500, ext. 6563, or by email at dmills@vdem.state.va.us.

It is very important that your agency or organization be represented at this meeting and take an active role in the discussions planned. This final meeting of the Steering committee will include the following agenda items:

- Presentation of the Draft *Virginia Emergency Operations Plan – Volume 6 Hazard Mitigation*;
- Instructions on how to review and comment on the plan draft;
- Instructions on ranking projects using the Hazard Mitigation web site previously used to submit projects <http://www.cgis.vt.edu/>. You may view the current list of proposed projects by going to the Web site at and logging in with the ID "vdem" and the password "hokies03." There is a new link there to allow you to view all the proposed mitigation projects entered since the last meeting; and
- Organization into working committees to aid implementation of the adopted plan and revision of the plan to include Terrorism by 2007.

Included is the draft plan on CD, an RSVP form, draft agenda and directions to the meeting site. We will give you specific instructions on review of the plan at the July 19 meeting. You may wish to print sections of interest to familiarize yourself with the plan and its format.

This meeting is very important as we complete the planning process to develop the 2004 Hazard Mitigation Plan. The committee structure that we will determine at this meeting will be critical to plan implementation. In addition, revision of the plan will begin almost as soon as it is approved by FEMA. The 2007 revision will require uploading of local 322 plans as well as expansion to include human-caused hazards.

Thank you very much for your continuing interest and participation in this planning process. We look forward to receiving your RSVP for this meeting July 14, and seeing you at the meeting on July 19, 2004.

Sincerely,

Deborah Gordon Mills, C.F.M.
Hazard Mitigation Program Manager

Attachments

**Fourth Meeting of the
STATE HAZARD MITIGATION PLANNING COMMITTEE
FOR THE COMMONWEALTH OF VIRGINIA
ALL-HAZARDS MITIGATION PLAN**

Sheraton Park South

July 19, 2004

Meeting Agenda

9:30-10:00 AM	Registration	
10:00-10:15 AM	Welcome and Introductions	Deborah Mills
10:15-10:30 AM	Here we are again... Review of State Planning Efforts to Date Today's Meeting Topics	Deborah Mills
10:30-11:00AM	Draft Commonwealth Standard Hazard Mitigation Plan Plan Summary Missing Pieces Steering Committee Review	Dr. Shane Parson Deborah Mills
11:00-11:30 AM	Determining Strategy and Project Criteria Ranking Criteria Log-in and Vote!!	Rachael Heltz Herman
11:30 – 11:45	Planning for Human-Caused Hazards	Bob Gregory
11:45 – Noon	Making the Plan Work	Deborah Mills
12:00-12:45 PM	Lunch	
12:45 – 3:00 PM	Small Group Assignments Define Purpose of sub-committee Identify Missing members Determine Primary Contact Priority Tasks for next 6 months Next meeting/conference call/email	UVA Institute for Environmental Negotiation
3:00 – 3:15 PM	Summary	